

A photograph of a park in winter. The ground is covered in a thick layer of snow. Several trees with bare branches are scattered throughout the scene, their branches and trunks dusted with snow. In the lower-left foreground, there is a metal park bench, also covered in snow. The background shows more trees and a hint of a building or structure in the distance.

Brookline Works

**Working with the Community
to make Brookline a
better place to live**



2013-2014 Public Works Information Guide



A MESSAGE FROM THE COMMISSIONER OF PUBLIC WORKS

Andrew Pappastergion, *Commissioner of Public Works*

It is my pleasure to present to you the latest edition of **Brookline Works**. This guide is published each year to provide you with a convenient and handy resource for all the information needed regarding Public Works services.

The Department of Public Works is comprised of five Divisions that include Administration, Engineering & Transportation, Highway & Sanitation, Parks & Open Space and Water & Sewer. I believe it is safe to say that this Department affects the daily life of all of our citizens in some way each and every day by providing safe drinking water, clean and well maintained streets, sidewalks, playgrounds and open spaces, efficient trash removal and recycling programs, and fast and effective snow and ice control. Our employees are committed to the goal that they can and do make a positive difference in this community and continually strive to be the best that they can be.

In this edition, I would like to bring to your attention some important information contained in the Town Bylaws:

- ❖ The use of gasoline and electric powered leaf blowers is strictly regulated by Town Bylaw 8.15 **Noise Control** and Town Bylaw 8.30 **Leaf Blowers**
- ❖ The obstruction of public ways (both sidewalks and roadways) by overgrown trees and shrubbery constitutes a danger to public safety and is prohibited by Town Bylaw 7.5.11 **Obstructions**
- ❖ The removal of snow and ice from public sidewalks abutting residential property must be done within 30 hours of a storm's end and multi-family residential and commercial property within 3 hours of a storm's end as required by Town By-Law 7.7 **Removal of Snow and Ice from Sidewalks**

Over the past few years the Department of Public Works has instituted pilot programs in various areas of town for the conversion of high pressure sodium street lights to LED fixtures, which provide a cleaner, more directed light on our public ways. Due to the success of the pilots we have now proposed a town-wide conversion to LED street light fixtures that has the potential to save the Town over \$200,000 annually in energy costs. Watch for the new streetlights in your neighborhood.

Finally, it is that time of year again when we begin our preparations for the upcoming winter season and all of its surprises. While we always hope for the best, we continually prepare for the worst when it comes to fighting snow and ice storms. We once again ask for your cooperation in helping us maintain public safety during and after winter storm events.

As always, thank you for your support and please contact the Department for additional assistance.

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DPW OFFICE LOCATIONS

OFFICE LOCATIONS, HOURS & TELEPHONE NUMBERS

Town Hall

333 Washington Street, Brookline, MA 02445

Monday – Thursday 8 am – 5 pm

Friday 8 am – 12:30 pm

Public Works Administration	617-730-2156
Engineering Office	617-730-2139
Transportation Office	617-730-2177
Parks & Open Space Administrative Office	617-730-2088
Water & Sewer Administrative Office	617-730-2170

Municipal Service Center

870 Hammond Street, Brookline, MA 02467

Monday – Friday 7 am – 3 pm

Highway & Sanitation Operations	617-879-4900
Parks & Open Space Maintenance & Operations	617-879-5650

Water & Sewer Garage

44 Netherlands Road, Brookline, MA 02445

Monday – Friday 7am–3pm

Water & Sewer Operations	617-730-2175
Emergency Line	617-730-2175

For Administrative services please visit Town Hall

www.brooklinema.gov/dpw



GET CONNECTED

CHECK OUT www.brooklinema.gov/dpw

Use www.brooklinema.gov/dpw to search for and view information about the public works activities and projects happening throughout the community. Contact information, frequently asked questions, current projects, forms and DPW publications are only a few of the many available resources on our site.



Find us on Facebook for up to date information on trash collection delays, parking bans, upcoming events and much more!



BrookONline is your one stop to personalize your information needs, and interact and transact with the Town on your schedule. Enjoy convenience and connectivity at your fingertips!



Pay your town bills and fees online, from the convenience of your home or office. Choose from the following e-payment options:

- ◆ Tax Bills
- ◆ Utility Bills
- ◆ Tickets/Citations/Fees
- ◆ Library fees
- ◆ Recreation programs
- ◆ Adult Education programs
- ◆ School lunch fees
- ◆ Vital Records fees
- ◆ Permits



This is the place to stay informed. Sign up to receive timely emergency alerts, town information, meeting notices, social network feeds and more. Email subscription topics include:

- ◆ General town news/information
- ◆ Town Committee & Meeting information
- ◆ Public Library of Brookline
- ◆ Public Schools of Brookline
- ◆ Social Networks
- ◆ Paperless Billing
- ◆ BHS PTO
- ◆ SEPAC



Become a Citizen Reporter! Be the eyes and ears of the town online or on your mobile phone. This feature allows citizens to submit requests and report the following issues:

- ◆ Potholes
 - ◆ Streetlight Repair
 - ◆ Sidewalk Obstruction/Repair
 - ◆ Damaged sign
 - ◆ Public Trees
 - ◆ Park Playground Equipment
 - ◆ Graffiti
 - ◆ Abandoned Bike
- Report online or download the smartphone app via the iTunes store.

www.brooklinema.gov/dpw

IMPORTANT BY-LAWS

Obstruction of Public Way

Property owners are responsible for maintaining parts of the public right of way adjacent to their properties, including the sidewalk and planting strip or tree lawn. Overgrown trees and shrubs endanger everyone when they block the view of traffic signs, signals, vehicles and people or block a path or walkway. Trimming vegetation and care for street trees, private or public, are effective ways that citizens and Public Works respectively can enhance neighborhood safety.

As set forth in the Brookline Town Bylaws Section 7.5.11, **the obstruction of a public sidewalk by any type of material is prohibited.** You are required to either trim, prune or remove the vegetation, at your expense, to insure the safety of the public. We request that all vegetation maintain a height clearance of 8 feet over sidewalks.

If you need help finding a tree care professional to address this issue please call the Parks and Open Space Division at 617-879-5650 for a list of certified and insured companies that regularly work in Brookline or visit the web at www.certifiedtreeandlawn.org for assistance.

Leafblowers - noise limits and a seasonal ban

Existing Town by-laws require that any portable leaf blower used in the Town have a manufacturer's sticker (as shown) or a DPW sticker certifying a noise level of no more than 67 dBA. Leaf blowers can only be operated during the hours of 8 am - 8 pm Monday to Friday, and 9 am - 8 pm Saturdays, Sundays and holidays.



In addition, the use of gasoline powered leaf blowers is totally banned from May 15 to September 15 and from December 15 to March 15. Other than the Town, the only exemption is for non-residential properties of at least 5 acres. This by-law became effective in June 2012.

Snow and Ice - Removal from Sidewalks

The by-law requires property owners to "maintain sidewalks contiguous to their property in a non-slippery condition suitable for pedestrian travel by clearing all snow and ice from a pathway at least thirty-six (36) inches in width". The Town of Brookline will continue to enforce this bylaw to ensure the safe passage of pedestrians.

Single family and residential buildings occupied by fewer than five families must comply with this bylaw within 30 hours of a storm's end. Multi-family property owners and businesses must comply within 3 hours. If you fail to comply with the Town's sidewalk bylaw, you could be issued fines ranging from \$25.00-\$100.00 per day.

It's the LAW!

ADMINISTRATION

The Administration Division, located on the 4th floor of Town Hall, provides customer service, answers inquiries regarding refuse billing, refuse and recycling pick ups, permit issuance and provides support for all Divisions.

Who do I call?

DPW Administration - 617-730-2156 • Fax 617-713-3727

- ◆ Schedule Appliance, CRT Monitors & Metal Pick ups
- ◆ Report Street Light Outages
- ◆ Report Potholes
- ◆ Order Recycling Toters
- ◆ Inquire about Refuse Billing

Frequently Asked Questions

How do I pay my refuse bill online?

Go to www.brooklinema.gov - Choose online services- Pay Refuse. * Follow this easy and convenient method to pay your bill online. For questions, please call 617-730-2020 or email treasurer@brooklinema.gov

How do I receive my Final Refuse Bill?

Send an email to the Final Refuse email: finalrefuse@brooklinema.gov and list the property address, closing date and new owner information.

How do I get a Curb Cut, Occupancy or Street Opening/Trench Permit?

Please email dpwpermits@brooklinema.gov. List the type of permit and the name of the contractor, company or hauler. You will receive a complete packet with application and instructions. Please sign and return the application by email or fax 617-713-3727.

DPW OPEN HOUSE



TUESDAY MAY 20, 2014
OPEN TO THE PUBLIC

12:00PM - 6:00PM
Municipal Service Center
870 Hammond Street



BRING THE FAMILY!



HIGHWAY & SANITATION

Kevin Johnson, *Director of Highway & Sanitation*

Highway & Sanitation Division Overview

The Highway Division maintains the physical safety and appearance of all public ways and provides maintenance on all Public Works and most Town vehicles and equipment. The Sanitation Division provides for solid waste, recycling and yard waste collection and disposal of all household rubbish, and collection disposal of leaves and sweeper debris from public ways for disposal.

Who do I call?

Highway & Sanitation Division - 617-879-4900

- ◆ Street & Road Maintenance Services
- ◆ Report Solid Waste violations
- ◆ Speak to the Environmental Health Enforcement Officer
- ◆ Questions about Recycling programs & policies
- ◆ Order/Pick up a Compost Bin

Now you can use your smartphone or the website to report



- ◆ Potholes
- ◆ Streetlight outages
- ◆ Sidewalk Obstruction/Repair
- ◆ Damaged sign
- ◆ Broken Parking Meter

Download the BrookONline app now or go to www.brooklinema.gov and click on the BrookOnline logo or call 617-730-2156



TRASH

Please Note

The Town of Brookline waste collection fee is based on the collection of domestic household waste accumulated during a one-week period. Apartment, attic, basement, etc. clean outs and/or construction, demolition or renovation waste will not be collected. Please make arrangements with a private permitted waste hauler to dispose of these materials. Please visit our web site or call for a list of permitted waste haulers. www.brooklinema.gov/dpw

Holiday Pick Up Schedule

Refuse collection will be delayed 1 day during the following legal holidays: New Year's Day, Martin Luther King Day, Presidents Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

Residents shall place refuse out for collection one (1) day later than their usual collection day. This includes residents whose collection day is Friday, putting refuse out for Saturday pick up.

Trash Preparation

- ◆ Trash should be no more than 70 pounds per barrel. Barrels may not exceed 35 gallons in volume.
- ◆ All trash should be in suitable, sealed bags. No loose trash, no trash in cardboard boxes.
- ◆ Empty waste receptacles should be removed from curbside before midnight on the day of trash collection.



STORAGE & LARGE ITEMS

Storage

- ◆ Trash must be stored in plastic bags in barrels with tight fitting covers. Containers and covers with holes must be replaced. Be sure to have a sufficient number of containers for your trash.
- ◆ All dumpsters must be closed.
- ◆ Occupants must do their part and place garbage and rubbish in the required receptacles and put covers back on barrels and/or close lid of dumpsters.
- ◆ Property should be clean and sanitary, free of loose trash and debris.
- ◆ No trash or other items blocking the sidewalk.



Metal Items, Appliances, CRTs and TVs

- ◆ Metal items, appliances, (Doors must be removed from refrigerators.), CRT monitors and TVs must be scheduled one week in advance for collection. Call 617-730-2156 to schedule a pick up.
- ◆ Gas and oil must be drained from lawn mowers, snow blowers and any other gas operated unit before pick-up.
- ◆ Propane tanks must be removed from gas grills. For proper disposal of propane tanks please visit our web site: **www.brooklinema.gov/dpw**



**Questions Call 617-730-2156
or visit www.brooklinema.gov/dpw**

SOLID WASTE & RECYCLING FAQs



When is my trash picked up?

Your trash and recyclables are picked up at curbside once each week. The collection day depends on where you live. If you don't know which day, call 617-730-2156 or visit www.brooklinema.gov/dpw. All trash, recyclables, yard waste, bulk items and CRTs (TVs) to be picked up, need to be placed at curbside by 7:00 a.m. on the pickup day, but no earlier than 3:30 p.m. the night before. Please be careful if you put the trash/recycle containers out the night before, since animals may tear open bags or get into trash barrels during the night, and collectors will not pick up trash that is not in a container. Unacceptable material will be left at curbside.

What if I want to get rid of some trash other than on my usual collection day?

For a list of private haulers permitted to work in Brookline go to www.brooklinema.gov/dpw.

What are special pickups?

The Sanitation Division will pick-up large bulk items like couches, white goods, stoves, refrigerators, air conditioners, etc.) and CRTs and TVs. You must call 617-730-2156 one week in advance of your regular trash pick-up to schedule.

Is there a 24 hour hot line number to report problems or ask questions?

Yes, call 617-879-4900 anytime to report or ask any question in regards to waste, recycling or any other DPW issue.

Who do I call if my trash or recycling is not picked up?

Call 617-730-2156 or 617-879-4900 to report or a missed collection.

What do I do if I have more cardboard than fits in my blue cart?

All recycling must be placed in the blue cart for pick up. Large pieces of cardboard that do not fit into the cart may be brought to our Business Cardboard /Paper Recycling Center located at the farmers market parking lot on Centre St. between 7am and 7pm. Boxes must be broken down. No styrofoam products or trash will be accepted.

**Questions Call 617-730-2156
or visit www.brooklinema.gov/dpw**

SOLID WASTE & RECYCLING FAQS



Where can I recycle clothing and shoes?

The donation trailer for this type of material is in the Walgreens Parking lot at 99 Harvard St. Please make sure you put all donations in the box. Please do not leave trash outside of this trailer. Take any empty boxes or bags back with you.

What are the recycling regulations?

Carts cannot be placed out before 3:30PM the day before trash pickup and must be removed from the sidewalk by midnight the day of trash pickup. All recyclable material (including cardboard) must be placed in the toter with the lid closed when placed at the curb. Trash shall not be placed in the cart. Carts must be placed separate from trash and yard waste when possible place carts away from parked cars and not behind snow banks.

Solid Waste Advisory Committee (SWAC)

The Brookline Solid Waste Advisory Committee promotes increased recycling participation by Brookline residents and businesses in order to effectively decrease the waste stream and create a more sustainable community.

Your Solid Waste Advisory Committee is looking for a few good residents. Help make a difference in your community. Meetings are held the first Tuesday of every month at the Public Health building at 5:45 PM. All Brookline residents are welcome.

What do I do with my Hazardous Waste?

The Sanitation Division has set up a household hazardous waste collection center located at 815 Newton St. It is open every Thursday from 7:30AM to 12:30PM from May through October. Please visit town web site for a list of acceptable items.

www.brooklinema.gov/dpw.

HOUSEHOLD HAZARDOUS WASTE

Household Hazardous Waste Drop Off

Thursdays May thru October 7:30am-12:30pm

The Transfer Station, 815 Newton Street, Chestnuthill, MA

Proof of Residency required!

Common Household Hazardous Waste

(All products must be labeled to be accepted. No exceptions. No unknowns.)

From the House

- Filled Aerosol Cans
- Adhesive, glues and resins
- Cleaners, spot removers, polish
- Photo chemicals
- Chemistry sets
- Oven, drain, toilet cleaners
- Hobby/artist supplies
- Mothballs
- Flea collar products
- TVs, CRTs, Electronics
- Light bulbs, CFLs
- Properly contained syringes
- Rechargeable batteries

From the Yard

- Pesticides
- Insecticides
- Fungicides
- Poisons
- Chemical fertilizers
- Weed killers

From the Workbench

- Oil based paints
- Wood preservatives
- Paint strippers/thinners
- Solvents and varnishes
- Lighter fluid

From the Garage

- Fuels, gasoline, kerosene
- Antifreeze and used motor oil
- Engine degreaser
- Brake and transmission fluid
- Carburetor cleaner
- Car polish
- Driveway sealer
- Car batteries
- Pool chemicals
- Tires
- Sealants



WHAT NOT TO BRING

- Commercial/ industrial waste
- Compressed gas cylinders
- Ammunition, fireworks, explosives,
- Flares (contact Police and or Fire Departments)
(Soak in a bucket for one week)
- Prescription medicines (Drop off at Police Station year round)
- Infectious/ biological wastes
- Butane, other flammable gases
- Regular household batteries
- Smoke detectors
- Construction materials
- Radioactive waste
- Empty containers
- Non-hazardous materials
- Asbestos
- PCBs



DO NOT BRING

Latex Paint Or Regular Household A, AA, AAA, C and D Nonrechargeable Batteries. Latex paint may be dried out with kitty litter and/or sand and placed next to your trash with the cover off. regular household batteries can be thrown out with your trash.

HOLIDAY COLLECTION SCHEDULE / HHW DROP OFF

Refuse/Recycling Collection - Delayed 1 Day on the following holidays:

New Year's Day	Memorial Day	Veteran's Day
Martin Luther King Day	Independence Day	Thanksgiving Day
Presidents Day	Labor Day	Christmas Day
Patriot's Day	Columbus Day	

Household Hazardous Waste Drop off:

Transfer Station, 815 Newton St, Chestnut Hill, MA
Open Thursdays May Thru October - 7:30am to 12:30pm
(May be closed due to inclement weather)

Town of Brookline Residents ONLY—Proof of Residency required

BE PREPARED TO WAIT—FREE DROP OFF SERVICE— NO COMMERCIAL WASTE ACCEPTED

RESIDENTS WITH LARGER THAN A TRUNK LOAD MUST MAKE AN APPOINTMENT

With Ed Gilbert Please call 617-879-4908

Year Round HHW Drop-off

Remember you can drop mercury items, light bulbs and sharps at the Public Health Building, 11 Pierce St. Rechargeable batteries at the Town Hall, 4th floor DPW office (and pick up some yard waste decals). Prescription and over the counter medications at the Public Safety Building kiosk in the lobby. Batteries, mercury and bulbs (CFL's) at the Municipal Service Center, 870 Hammond St, Chestnut Hill. All are year round drop offs.

If you are moving between November and May or have a question on some household hazardous products contact Ed Gilbert at 617-879-4908 or egilbert@brooklinema.gov for assistance.

Brookline's Hazardous Waste Facility, 815 Newton St., Chestnut Hill



YARD WASTE & COMPOST



Leaf and Yard Waste Guidelines

Yard waste is collected April 1st – Dec. 31st

◆ **Acceptable yard waste** consists of leaves, grass clippings, shrub trimmings, plant cuttings, tree branches, limbs and vines* (not exceeding 3 inches in diameter or 3 feet in length).

◆ **Yard waste shall be placed** for collection in paper yard waste bags or rubbish containers labeled "Yard Waste" (decals are available at the

Municipal Service Center, 870 Hammond St., Chestnut Hill). Tree branches, limbs and vines* (not exceeding 3 inches in diameter or 3 feet in length) shall be tied in standard bundles not to exceed 70 pounds.

- ◆ **UNACCEPTABLE MATERIALS** Sand, soil, sod, logs, rocks, stumps and trunks.
- ◆ Yard waste is collected the same day as your trash collection. Please put it at curbside **NO EARLIER THAN 3:30PM THE DAY BEFORE COLLECTION AND NO LATER THAN 7:00AM THE DAY OF COLLECTION.**



Christmas trees will be picked up at curbside starting December 26, 2013, through January 31, 2014. Trees that have lights, ornaments, or that are wrapped in plastic bags will not be picked up. Residents should put their trees out on their regularly scheduled refuse collection day.

Compost Bins at Discounted Rates to Brookline Residents

It's easy to make compost, and the Town of Brookline makes it even easier by offering home composting bins for \$40.00, over 50% off the retail price. The "Earth Machine" compost bins are easy to use, about the size of a large trash barrel. This special offer is made possible through a grant from the Massachusetts Department of Environmental Protection. To obtain a discounted compost bin call 617-879-4900 or visit us at 870 Hammond St between 7am-3pm. Check made out to the Town of Brookline or credit card accepted (no cash)



Earth Machine is 33" diameter/ 33" high 15 pounds wt 10.5 cubic ft

Visit www.brooklinema.gov/dpw

for trash, singlestream, yardwaste and hazardous waste information

SINGLE-STREAM RECYCLING



YES!



Plastic Containers
#1 - #7 with bottle neck only



Steel, Tin & Aluminum
Foil, Food & Beverage
Containers
(Empty aerosol cans)



Glass Bottles & Containers



Newspapers, Magazines, Telephone
Books, Office Paper, Junk Mail and
Paperback Books



Corrugated Cardboard &
Boxboard



Wax-coated Paper
Drink Containers

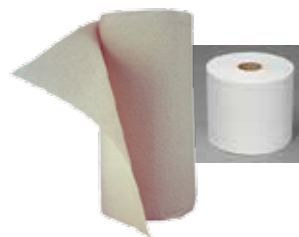


Cereal / Snack Boxes
(Please remove liner bag)

***PLEASE NOTE:** All recyclables must be placed in your blue cart for collection. For example, cardboard must be flattened and cut to fit in the cart with the cover closed. Excess cardboard may be dropped off at our Business Cardboard / Paper Recycling center at the Centre St. West parking lot (Farmers Market) between 7am and 7pm. Boxes must be flattened. No styrofoam or trash.



NO!



Paper Towels, Facial Tissue
& Toilet Tissue



Plastic Bags & Plastic
Packaging Film



Food & Wet Waste



Paper, Plastic & Styrofoam
Serving Items and
Packaging Items

Diapers/ Dog waste/ Yard waste/ Wood/ Mirror Window Glass/ Hazardous Waste

Recycling Pull Out for your Convenience



For a complete list of recyclable items, trash and recycling information visit brooklinema.gov/dpw

WINTER RECYCLING

Recycling During Snow Season

To keep your trash and recycling service running smoothly during snow season, follow our easy “Dos” and “Don’ts” below:

- ◆ DO shovel a path for your recycling cart and trash barrel
- ◆ DO keep these containers off patches of ice for safety
- ◆ DO make sure recycling carts and trash barrels are clear of snow
- ◆ DO put your cart and trash barrel as close to the street as possible – not behind snow banks. Carts will not be picked up behind snow banks!
- ◆ DO leave a 4’ space on either side of your barrel and recycling cart allowing easy access by our trucks automated arms.
- ◆ Do Not put loose recycling around cart. All recycling must be placed in cart for pickup.
- ◆ Do Not place your cart behind a snow bank for pickup. It will not be picked up!

Please Do This



Please Do This



Please Do This



Not This



**Questions Call 617-730-2156
or visit www.brooklinema.gov/dpw**

SNOW REGULATIONS

for Brookline Property Owners, Businesses and Residents

Have you Shoveled?

If you own a property or business please remember to do the following:

- ◆ Maintain all sidewalks abutting your property or business in a non-slippery condition free of ice and snow.
- ◆ If you are out of town, or are unable to clear ice and snow because of physical limitations, please be sure to have someone else prepared to maintain the sidewalk for you.
- ◆ Clear openings at intersections and crosswalks so pedestrians can cross safely.
- ◆ Always have a supply of ice-melt (CaCl_2 or KCl) on hand and apply frequently after a storm and during the winter season to prevent snow from packing down and forming ice.
- ◆ Whenever possible, please help to assist your Public Safety Departments by clearing catch basins and snow covered fire hydrants adjacent to your property. Remember, every second counts during an emergency.



Snow and Ice - Removal from Sidewalks

The by-law requires property owners to "maintain sidewalks contiguous to their property in a non-slippery condition suitable for pedestrian travel by clearing all snow and ice from a pathway at least thirty-six (36) inches in width". The Town of Brookline will continue to enforce this bylaw to ensure the safe passage of pedestrians within the Town.

Single family 1-4 and residential buildings occupied by fewer than five families must comply with this bylaw within 30 hours of a storm's end. Multi-family property owners and businesses must comply within 3 hours. If you fail to comply with the Town's sidewalk bylaw, you could be issued fines ranging from \$25.00-\$100.00 per day.

It's a COURTESY! It's the LAW!

A WINTER GUIDE

Department of Public Works

The Department of Public Works clears snow and ice from approximately 250 lane miles of roadway and 40 miles of sidewalk. In addition, the Department is responsible for the clearing of snow from ten public schools, twenty municipal parking lots and all of the public parks and paths. Snow plowing operations remain underway until all roadways are cleared adequately for the safety of the traveling public. **Immediately after a storm, snow banks are pushed back to the curb line in order to provide for adequate storage space for future storms.** Please consider this timetable when you open your driveways or clear your front walkways and sidewalks so that you may not be disappointed when a snowplow passes by after the snow has stopped falling.

Shovel Our Snow Program

Shovel Our Snow, sponsored by Brookline Recreation, provides Brookline residents the opportunity to hire students to assist with snow removal. As this is a referral program, it is the responsibility of the home owner and/or student (or their parent) to negotiate the details for their commitment with regards to time, amount of space to be cleared and compensation for the work. Please note, students are available after school and weekends, not during school hours. To register and for more information, please visit www.brooklinerec.com or call us at 617-730-2069.

Inquiries

For more information regarding snow emergencies, towed vehicles, or to report an unplowed or icy street or an unshoveled or icy sidewalk, please call our Seasonal Information Line: 617-730-2610, 24 hours a day or visit us on the Web, www.brooklinema.gov.

Public Announcements

Public announcements including "Snow Emergency", "No School" and "Delayed Opening" are reported to the following radio and television stations before 6:15AM of the day in question. Normally, the decision will not be made until the early morning hours of that day. Please do not call the Police or Fire Department for such information as your call may needlessly tie up public safety personnel.

- ◆ WBZ 1030AM
- ◆ TV Channels 4, 5 and 7

Cable television customers may visit the following channels for additional information and periodic updates and/or bulletins:

- ◆ Comcast-channel 24
- ◆ RCN-channel 13

A WINTER GUIDE

Winter Parking

There is no on-street meter parking during declared Snow Emergencies. Vehicles parked on any Brookline street during this time are subject to towing in order to allow for the safe and efficient removal of snow and to allow for the access of emergency vehicles.

As always, there is no overnight parking on the streets of Brookline.

**Seasonal Information Line: 617-730-2610,
24 hours a day or visit us on the Web
www.brooklinema.gov**

Homeowners, management companies, and businesses you are responsible for informing their snow contractors not to put your snow in the streets and sidewalks of Brookline. You will be fined! Your snow should be placed on your property and not on the streets and sidewalks of Brookline.





PARKS & OPEN SPACE

Erin Gallentine, *Director of Parks & Open Space*

Parks & Open Space Division Overview

- ◆ Acquires, designs, and develops the Town's parks and open space, including major renovations, restorations and historic preservation.
- ◆ Manages and maintains parks, playgrounds, school grounds, town grounds, athletic fields, basketball and tennis courts, traffic islands, and an ice skating rink facility.
- ◆ Plants, preserves and maintains trees in public ways, parks, and other public open spaces.
- ◆ Manages, maintains, improves and operates the business of two public cemeteries.
- ◆ Manages conservation areas and nature sanctuaries, and administers environmental laws and policies, including wetlands protection and water management.
- ◆ Oversees the Green Dog off-leash program and supports community events.

Who do I call?

Parks & Open Space Division – 617-879-5650

- ◆ Parks, Playgrounds, School & Town Grounds Maintenance
- ◆ Park Trash, Graffiti & Safety Issues
- ◆ Forestry Operations (Public Tree Pruning, Removals, Planting & Care)
- ◆ Green Dog Off-Leash Program Questions
- ◆ Park Projects, Renovations & Capital Improvements
- ◆ Donation & Volunteer Inquiries

Conservation Office – 617-730-2088

- ◆ Conservation Land, Policies & Open Space Planning
- ◆ Nature Sanctuaries & Permits
- ◆ Wetlands Protection

Walnut Hills Cemetery Office – 617-730-2179

- ◆ Cemetery Lot Purchases
- ◆ Cemetery Research & Visitor Inquiries



How Can I Learn More?

www.brooklinema.gov/Parks

- ◆ Parks Operations & Policy Information
- ◆ Park Finder Map (search by location, name, park amenities)
- ◆ Special Events Listing
- ◆ Green Dog Off-Leash Program Information
- ◆ Conservation Information & Resources
- ◆ Forestry Information & Resources
- ◆ Cemetery Information & Walnut Hills Cemetery Rates

Frequently Asked Questions

Where is a park near me and how do I get a permit to use an athletic field or have an event in a park?

To find parks, playgrounds and other amenities visit www.brooklinema.gov/Parks. Call the Recreation Department at 617-730-2069 to obtain athletic field permits or special events permits for activities like birthday parties, group picnics, wedding ceremonies, or using BBQ sites at Larz Anderson and shelters.

How do I know if a field is closed or my game is cancelled?

To check field closures (generally due to wet or unsafe conditions) go to www.brooklinema.gov/Parks and click Field Closures, or call 617-730-2083 to hear a recording. To check game cancellations for other reasons, call the Recreation Department at 617-730-2069.

Where is a spray pool or splash pad near me?

For an interactive map of Brookline Parks Water Play locations, go to www.brooklinema.gov/maps-gallery/map-tour/waterplayt.

How do I report a park maintenance or playground safety issue?

Call the Parks Division at 617-879-5650 for park and playground issues, or use your SmartPhone to download the BrookONline app, or go to www.brooklinema.gov and click on the BrookONline logo. For water fountains, spray pools and splash pad maintenance, call the Water Division at 617-730-2170.

How can I request a tree pruning or inspection?

Call the Parks Division at 617-879-5650 for all forestry requests, or use your SmartPhone to download the BrookONline app, or go to www.brooklinema.gov and click on the BrookONline logo.

How can I learn about Asian Longhorned Beetles and wood disposal?

This invasive forestry pest was found in Boston in 2010 and is a significant concern for Brookline's trees. Visit www.asianlonghornedbeetle.com or call the ALB hotline at 866-702-9938 for more information or to report possible sightings. Visit www.brooklinema.gov/Parks and click Asian Longhorned Beetle and the full alert for details on wood disposal in the regulated area in South Brookline.



How do I purchase a lot at the Walnut Hills Cemetery?

Call the Cemetery office at 617-730-2179 or visit the office at 96 Grove St. by appointment.



PARKS & PLAYGROUNDS

Parks & Playgrounds	Location	Athletic Field	Basketball	Tennis Courts	Playground	Water Play	Restroom
Amory Playground	Amory & Freeman St.						
Baker School Playground	Beverly Rd.						
Baldwin School Playground	Heath St.						
Billy Ward Playground	Brook St. & Aspinwall Ave.						
Boylston Street Playground	Boylston St.						
Brookline Avenue Playground	Brookline & Aspinwall Ave.						
Brookline Reservoir Park	Route 9 & Lee & Warren St.						
Clark Playground	Cypress & Mulford St.						
Coolidge Playground	Columbia St.						
Corey Hill Park	Summit Ave.						
Cypress Street Playground	Cypress & Tappan St.						
Dane Park	Hammond St.						
Devotion School Playground	Harvard & Stedman St.						
Driscoll School Playground	Washington St.						
Emerald Necklace – Riverway	St. Mary's to Boylston St.						
Emerald Necklace – Olmsted Park	Boylston to Chestnut St.						
Emerson Gardens	Waverly & Emerson St.						
Griggs Park	Griggs Rd.						
Harry Downes Field	Pond Ave. & Jamaica Rd.						
Heath School Playground	Eliot St.						
Juniper Street Playground	Juniper St.						
Knyvet Square	St. Paul & Amory St.						

For more information and additional amenities and facilities, go to
www.brooklinema.gov/Parks

LOCATIONS & AMENITIES

Parks & Playgrounds	Location	Athletic Field	Basketball	Tennis Courts	Playground	Water Play	Restroom
Larz Anderson Park	Newton St. & Goddard Ave.						
Lawton Playground	Lawton St.						
Lincoln School Playground	Kennard Rd.						
Linden Park	Linden St.						
Linden Square	Linden Place						
Little Field Park	Eliot St.						
Longwood Mall	Kent & Beech Sts.						
Longwood Playground	Longwood & Francis St.						
Mason Square	Cottage Farm Rd.						
Monmouth Street Park	Monmouth & St. Mary St.						
Murphy Playground	Kent & Brook St.						
Philbrick Square	Upland Rd. & Maple St.						
Pierce School Playground	School St.						
Robinson Park	Cypress & Franklin St.						
Runkle School Playground	Clinton Rd.						
Saint Mark's Square	Park & Marion St.						
Schick Park	Addington Rd.						
Skyline Park	Newton St. & Saw Mill Rd.						
Soule Recreation Center	Hammond St.						
Waldstein Playground	Dean Rd.						
Warren Playground	Eliot St.						
Winthrop Square	St. Paul & Freeman St.						

Parks without specific amenities listed above have open lawn areas, recreational paths, and/or benches.



What is it and how do I join?

The Green Dog Program is an optional innovative recreation program that allows dog owners to take their dogs off-leash during designated hours in 14 parks across the town, while sharing the spaces with other park users in our urban community. The program is open to all who register to participate and pay the appropriate annual fee, which covers the calendar year (January 1 – December 31). All dogs must be wearing a current Green Dog tag. Residents, non-residents, commercial dog walkers, and guests are welcome to participate. Simply sign up when licensing your dog(s) using the license renewal forms mailed to current dog owners at the end of each year, or through the Town Clerk's Office at Town Hall anytime. Registration forms are available on our website, www.brooklinema.gov/GreenDog or at the Town Clerk's Office. Please return all forms, fees, and proof of rabies vaccination to the Town Clerk's Office by mail or in person.

How do I find more information about the Green Dog Off-Leash Program?

- ◆ **General Inquiries and Information:** 617-879-5650 or greendog@brooklinema.gov or www.brooklinema.gov/GreenDog
- ◆ **Green Dog Field Closures** due to weather, permitted use or maintenance: Green Dog Hotline at 617-879-4850 (recording) or Follow us on [twitter](https://twitter.com/Brooklinedogs) @ Brooklinedogs or Online Calendar at www.brooklinema.gov/GreenDog

Off-Leash Parks & Hours

Park	Location	Dawn - 9 am	Dawn - 1 pm
Amory Playground	Amory St.		
Boylston St. Playground	Boylston St.		
*Brookline Ave. Playground	Brookline Ave.		
Coolidge Playground	Columbia St.		
Corey Hill Park	Summit Ave.		
Daniel F. Ford Playground at Emerson Garden	Waverly St.		
Daniel W. Warren, Jr. Playground	Eliot St.		
Griggs Park	Griggs Rd.		
*Harry Downes Field (No dogs allowed in fenced portion of park with track.)	Jamaica Rd.		
Jean B. Waldstein Playground	Dean Rd.		
*Larz Anderson Park (Top of hill area, Avon St. side ONLY. No dogs allowed in children's play area, pond or garden area.)	Newton St.		
Lotta Bradburn Schick Park	Addington Rd.		
Mary E. Robinson Playground	Cypress & Franklin St.		
Soule Recreation Center Upper Field	Hammond St.		

* These three parks have extended hours from dawn till dusk during the months of December, January and February.

Note: Dogs are not allowed on any fields when the ground is thawing, generally during the entire month of March.

WATER & SEWER

Fred Russell, *Director of Water and Sewer*



Water & Sewer Division Overview

The Water and Sewer Division is responsible for operating and maintaining the municipal water distribution system, the sanitary sewer system and the storm water collection system to provide adequate, clean and reliable water for domestic use, and fire protection and to safely collect and convey wastewater from homes, businesses, institutions, and roadways. The Division maintains approximately 135 miles of clean and cement lined pipe, 1500 Fire Hydrants and servicing over 10,000 individual businesses and residents that are regularly checked for leaks, and water quality.

Who do I call?

Water & Sewer Division - 617-730-2170 • Fax 617-713-3727

- ◆ After Business Hours Emergency - 617-730-2175
- ◆ Billing Questions - 617-730-2170
- ◆ Online Pay Questions 617-730-2020



How Can I Learn More?

www.brooklinema.gov/DPW

- ◆ Backflow Device Installation
- ◆ Irrigation Meters
- ◆ Water Service Pipe Replacement
- ◆ Sewer/Drain Pipe Replacement
- ◆ Fee Schedule
- ◆ Leak Abatement Policy



Frequently Asked Questions

Why do I have discolored water ?

A hydrant may have been opened in the area; or the water service pipe for the property may need replacement.

How do I pay my water bill online ?

Go to www.brooklinema.gov *Choose online services* Pay Water/Sewer * follow this easy and convenient method for paying your bill online. You may call - 617-730-2020 or email your questions to treasurer@brooklinema.gov

Why is my water/sewer invoice so high ?

The property should be checked for leaks. Please contact 617-730-2170 to make an appointment for inspection.



How do I schedule turning off my water for plumbing work ?

The plumber should contact us when he or she is on site 617-730-2170 Monday Thru Thursday 8:00 am to 5:00 pm, Fridays 8:00 am to 12:30 pm or 617-730-2175, 24 hours – 7 days

Lead Water Services

Each year the Division samples and tests tap water in homes that are likely to have high lead levels. The EPA rules require 9 out of 10, or 90% of these homes must have levels below the Lead Action Level of 15 ppb. The Water & Sewer Division has been replacing lead water services for many years, and has completed all replacements under the responsibility of the Town. Since April 2011 we have replaced 11 known lead water services in the public way and 3 homeowners have replaced their lead water services.

Meters

The current water meter reading system is a “Fixed Network” radio system that provides two meter readings daily for each account. Although we currently bill on a quarterly basis, this feature has been useful for leak detection and for administrative use.

The rate structure includes a base charge that covers a portion of the systems fixed costs and a two step block rate for consumption. In addition, there is a quarterly fire service charge for buildings with fire sprinkler systems.

Sewers & Drains

Roadway storm drains (catch basins) are part of a large storm water collection system that provides for surface drainage in our public ways. With nearly 2400 basins town wide the Division is mandated by the Environmental Protection Agency to clean all basins once a year, and all arterial basins twice a year to remove solids deposited from the roads. Releasing contaminants onto ground surfaces or dumping directly into catch basins has the same result as directly polluting our rivers, streams, and ponds. **ONLY RAIN DOWN THE DRAIN!**



Clear the Snow

Please help to assist your Public Safety

Departments by clearing catch basins and

snow covered fire hydrants adjacent to your property. Remember every second counts during an emergency



ENGINEERING & TRANSPORTATION

Peter Ditto, *Director of Engineering & Transportation*

Engineering & Transportation Division Overview



The Engineering Division is responsible for the management and administration of town infrastructure above and below the ground that includes surface facilities in the areas of all public right-of-ways, such as roadways, sidewalks, traffic signals and parks, as well as those facilities that lie underground, storm drain/sewer systems, water supply lines, and traffic signal/street lighting conduit.

Who do I call?

Engineering - 617-730-2139

- ◆ Roadway Reconstruction
- ◆ Stormwater & Wastewater Projects
- ◆ Sidewalk Replacement

Transportation - 617-730-2177

- ◆ Parking Permits
- ◆ Moving Signs
- ◆ Traffic Calming
- ◆ LED Street Lighting

**Parking ban because of
Snow Emergency. Please
call 617-730-2610**



Now you can report damaged
signs and streetlights
or traffic signals using BrookONline.
Go to www.brooklinema.gov
or call 617-879-4900



How Can I Learn More?



www.brooklinema.gov/transportation

- ◆ Bicycles
- ◆ Roadway Safety Improvement
- ◆ Taxi Services
- ◆ Parking

Damaged sidewalks?

Sidewalks to be replaced are prioritized based on their condition and location. Residents whose sidewalks are not scheduled to be replaced in the near future may request their sidewalks to be replaced with the understanding that they pay 50% of the cost. Call Peter M. Ditto, Director of Engineering/Transportation, at 617-730-2138 for more information.

ENGINEERING & TRANSPORTATION

Traffic Calming!

How does the new Traffic Calming Policy work?

- ◆ A resident submits an application (available online at www.brooklinema.gov/transportation) which identifies potential safety concerns and demonstrates neighborhood support.
- ◆ Staff prioritizes the applications based on established criteria and develops an Initial Needs Assessment Report based on federal, state, and local regulations and industry standards and best practices. A copy of the report is sent to the petitioner for review.
- ◆ If traffic calming is warranted, the Transportation Board holds a public meeting to discuss the report and authorize staff to develop a traffic calming plan.
- ◆ Several public meetings and a public hearing are held to discuss and develop the plan based on industry standards and best practices.
- ◆ The Transportation Board adopts a final plan which the DPW Transportation Division submits for funding as part of the Capital Improvements Program (CIP) budget.
- ◆ Once the project is funded by a vote of Town Meeting the project is constructed by contractors overseen by the DPW – Engineering Division.
- ◆ All meetings and hearings are publicly noticed via the Town calendar, email, and US Postal service mail.
- ◆ For more information or to download the Traffic Calming Policy go to www.brooklinema.gov/transportation

Frequently Asked Questions

Where do I get “No Parking/Tow Zone” signs for moving trucks?

Temporary “No Parking/Tow Zone” signs may be picked up at the Transportation Division located at 333 Washington Street, 4th floor. The signs cost \$5.00 each. Each meter space that’s occupied will cost an additional \$10.00 per day. For further information, contact Joshua Layne at 617-730-2177.

I still have a balance on my Brookline Parking Card, what should I do?

You may continue to use your Brookline Card in parking meters until your card balance is depleted until December 31, 2013. After that time you can request a refund by mailing your card and contact information to PXT Payments Inc. 300 Brickstone Square, Suite 201 Andover, MA 01810. For more information contact PXT directly at brooklinecard@pxtpayments.com

I just got a parking ticket. Where do I pay it?

All parking tickets can be paid at the Public Safety Building at 350 Washington St. (across from the Town Hall). Hearings are also scheduled through the Police Department, Traffic Division. Tickets may also be paid on line at (<https://www.brooklinepolice.com/tickets/>).

How can I get a resident parking permit?

Residents may obtain a Daytime Resident Parking Permit which allows them to park on their residential street in excess of 2 hours between 6 am and 2 am.

How can I obtain a monthly overnight parking permit from the Town of Brookline?

To obtain a monthly overnight permit, bring the following items to the Transportation Division located at 333 Washington Street, 4th floor:

1. Car Registration with current Brookline address
2. Drivers license
3. A pro-rated amount of the monthly fee (cash or check only).

Do I qualify for a temporary parking permit?

A temporary parking permit offers temporary relief from the daytime and overnight parking restrictions. They are offered for the following:

- ◆ Daytime for tradesmen employed by a Brookline resident with no daytime off-street parking option (30 days maximum);
- ◆ Overnight for residents displaced from an off-street parking space by construction-related activities who reside on a street with daytime permits available (30 days maximum);
- ◆ Daytime for residents displaced from an off-street parking space by construction related activities residing on a street without daytime permits available (30 days maximum);
- ◆ Daytime for in-home healthcare aides employed by a Brookline resident (180 days maximum);
- ◆ Overnight for in-home healthcare aides employed by a Brookline resident during the evening hours (180 day maximum);
- ◆ Daytime for in-home childcare provider employed by a Brookline resident (180 days maximum);
- ◆ Overnight for guests or visitors of Brookline residents not within a ¼ mile radius of an overnight visitor parking lot (30 day maximum, \$10 per night fee);
- ◆ Daytime for seasonal employees employed by a Brookline resident during the daytime with no off-street parking options (240 days maximum).

How do I apply for a temporary parking permit?

To obtain a temporary parking permit you must apply in person on the 4th floor of Town Hall. Please have the make, model, and license plate number of each vehicle needing a permit. You can save time by downloading the application ahead of time at www.brooklinema.gov/transportation



Town of Brookline – DPW
Town Hall
333 Washington Street
Brookline, MA 02445



Winter Snow Regulations included in this Guide
See Inside for Recycling Pullout

ECRWSS

POSTAL CUSTOMER
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